



OFFICE OF PUBLIC INSTRUCTION

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Topics covered here include:

- ⇒ New Part-time Enrollment Categories (SB359)
- ⇒ ADC Disaggregated Enrollment & Attendance
- ⇒ Kindergarten and Pre-Kindergarten (Pre-School)
- ⇒ 19-year-olds, "10-day" Rule, and Job Corps Students

This is the only copy sent to your district. Please share this information with all staff involved in official enrollment counts/admissions. This document is available online at <http://www.opi.mt.gov/pdf/schoolfinance/forms/anbmemo.pdf>

September 23, 2005

TO: School District Officials

FROM: Linda Atwood, ADC Enrollment Specialist
Denise Ulberg, School Finance Division Administrator

RE: Enrollment Reporting to the Office of Public Instruction

This memo is notice of important enrollment reporting and ANB issues. This document may be used for reference when conducting student counts on this year's official count dates of Monday, October 3, 2005 (MAEFAIRS and ADC), Wednesday, February 1, 2006 (MAEFAIRS only), and the last day of each school's CRT Testing Window, March 6-29, 2006 (ADC only).

MAEFAIRS Enrollment System

MAEFAIRS captures a grade-by-grade enrollment count, part-time enrollment data, and other special high school enrollment data (19-year-old enrollment, Job Corps enrollment, and early graduates). MAEFAIRS blank enrollment forms and electronic screens will show the new part-time enrollment categories established by the 2005 legislature in SB359.

Part-time Students

Part-time enrollment data is collected by OPI for the purpose of adjusting a district's ANB for students that do not attend full-time. The board of trustees of each district may set policy allowing less than full-time enrollment at the elementary or high school level. State law allows, but does not require, a school board to admit students less than full-time.

SB359, passed by the 2005 Legislature, increases the aggregate number of hours that a student must be enrolled in order to count as a full-time pupil. "Aggregate hours" is defined in 20-1-101, MCA as the number of hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled. The bill also amends 20-9-311, MCA, providing that, for the purpose of calculating average number belonging (ANB), enrollment in an education program is defined as follows:

181 to 359 aggregate hours equals one-quarter time enrollment
360 to 539 aggregate hours equals one-half time enrollment
540 to 719 aggregate hours equals three-quarters time enrollment
720 aggregate hours or more equals full-time enrollment

"It is our mission to advocate, communicate, educate and be accountable to those we serve."

Enrollment in a program for fewer than 181 aggregate hours of pupil instruction per school year may not be included for ANB purposes. A student who is enrolled concurrently in more than one school or school district may not be counted as more than one full-time student for ANB purposes. Kindergarten students enrolled in a program that provides 360 or more aggregate hours of pupil instruction per school year must be counted as one-half pupil for ANB purposes.

Enrollment in a self-paced program or course may be converted to an hourly equivalent based on the hours necessary and appropriate to provide the course within a regular classroom schedule.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the pupil must either:

- 1) meet the residency requirements for that district as provided in 1-1-215, MCA;
- 2) live in the district and be eligible for educational services under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or
- 3) attend school in the district under a mandatory attendance agreement as provided in 20-5-321, MCA.

For more information, SB359 may be accessed at this link:
<http://data.opi.mt.gov/bills/2005/BillPdf/SB0359.pdf>.

The key in determining part-time status is to look at the annualized hours of a pupil's program. The following chart summarizes reporting requirements for all students:

Grade and Annual Hours (of one pupil)	Report the pupil to OPI as Enrolled?	Also Report the pupil to OPI as a Part-time Student?	Does the District Receive ANB for the pupil?
Pre-Kindergarten (any hours)	Yes	No	No
Kindergarten (0 – 180 hours)	Yes	Yes	No
Kindergarten (181-359 hours)	Yes	Yes	Yes (1/4)
Kindergarten (360+ hours)	Yes	No	Yes (half)
Grades 1-12 (0 – 180 hours)	Yes	Yes	No
Grades 1-12 (181 – 359 hours)	Yes	Yes	Yes (1/4)
Grades 1-12 (360 - 539 hours)	Yes	Yes	Yes (1/2)
Grades 1-12 (540-719 hours)	Yes	Yes	Yes (3/4)
Grades 1-12 (720+ hours)	Yes	No	Yes (full)
19-year-olds (any grade / any hours)	Yes	Never	No

Part-time – Is it hours or periods?

Look at hours, NOT PERIODS, to determine part-time or full-time enrollment status. If a student attends only one 12th-grade class per day and that period is 45 minutes, then the student is an enrolled 12th grader, but also report him/her under the "Part-Time" Section as enrolled "less than 181 hrs/yr." The district would **not** receive any portion of ANB for this student.

A 12th-grader attending two 50-minute periods with a 4-minute passing time still does not achieve full-time status, but would provide the district with one-quarter ANB. This student would be reported as an enrolled 12th-grader, but also as a “part-time” student under the category “181-359 hrs/yr.” Districts should set part-time enrollment policies with hours of *pupil instruction time* in mind.

Part-time Student Example

Assume that Bobby Q. Public is enrolled as a 5th grader in your district and he attends school pursuant to the following schedule:

<u>Semester</u>	<u>Days</u>	<u>Hours per Day</u>	<u>Total Hours</u>	<u>Annualize Hours</u>
First	90	5 hours / day	450	900
Second	<u>90</u>	3 hours / day	<u>270</u>	540
Total	<u>180</u>		720	

How is Bobby’s enrollment reported to OPI? Answer: First semester (Fall count) Bobby is reported as full-time enrolled because the annualized hours for his program on that count date would be 900. Second semester (Spring count) Bobby is reported as part-time enrolled, 3/4 time, because the annualized hours would be 540 for this program.

Even though the example shows that Bobby’s annual hours of instruction would total 720, he is still part-time for the second semester. Look at how many annualized hours of instruction would be provided for the program the student is following on the current count date, independent from the hours accumulated under a program he/she followed on another count date.

For the CRT Testing Window enrollment count (March 2006), for just the tested grades, you will be asked to report the students that are currently following a program that provides less than 181 hours of pupil instruction for the year. You should use the same criteria outlined above to determine if a student receives less than 181 hours of instruction. Students receiving under 181 hours of instruction from your school do not need to be included in the calculation of the test participation rate for your school. In the above example Bobby Q. Public would need to be tested.

Attendance

Attendance will be collected in the ADC system in the fall and also during the CRT Testing Window count in March. No attendance data will be collected in MAEFAIRS.

In general, absence of an enrolled student on the count date does not affect the enrolled status of the student. An exception is made if the count date is the 11th or more consecutive absence; in those cases, you may not include the student in your count to OPI. This applies to excused and unexcused absences [see 20-9-311(6), MCA and A.R.M. 10.20.102]. Flexible scheduling that causes a class not to meet on the count date does not affect enrollment or ANB. Remember, the student's *enrollment status* on the count date affects ANB, *not attendance*. If a Pre-K or Kindergarten program does not conduct class on the count date, or if a flex-scheduled high school student is not enrolled in any programs or classes that meet on the official count date, then these students are not reported absent unless they do not attend on the next day of pupil instruction.

If on the official count date, a student is absent for a portion of his regularly-scheduled school day, record his absence as the appropriate fraction of the day that he was gone. For example, a 9th grader that normally attends six periods a day, and is absent for three of them on the count day, should be recorded as absent for 0.5 of the day.

ADC: Disaggregated Enrollment and Attendance

The Annual Data Collection (ADC) will continue to include Disaggregated Enrollment and Attendance data collection. School districts are asked to report student enrollment and attendance by the same disaggregation categories or subgroups that are used for reporting under No Child Left Behind. In addition to reporting enrollment by grade, gender and race/ethnicity, you will be asked to further disaggregate by reporting the number of students with disabilities, students eligible for Free & Reduced Lunch, migrant students, and Limited English Proficient students.

This fall, schools will continue to report total enrollments into the MAEFAIRS system. The fall enrollment count you report in the MAEFAIRS system must be submitted to OPI before you submit the disaggregated enrollment totals via ADC. The totals reported by grade will be required to match between the two systems.

Kindergarten and Pre-Kindergarten (Pre-School)

To be eligible for ANB, a Kindergarten student that had not reached 5-years-old on or before September 10 of the current school year requires admittance through special permission of the board of trustees.

A full-day Kindergarten program qualifies for only one-half ANB for each pupil, same as a half-day Kindergarten program that provides the minimum aggregate hours required by law. Similarly, an individual student that attends two sessions of Kindergarten (either 2 part-day sessions or both classes of an alternating day program) should be reported as only one Kindergarten student – not two students – because each pupil may earn only one-half ANB for the district, as allowed by 20-9-311, MCA.

A Kindergarten-age pupil (5-years-old on or before Sept. 10) that is receiving services in the Pre-K (Pre-School) program may be counted as a Kindergarten pupil if an Individualized Education Program (IEP) requires the 5-year old to receive instruction and services in a pre-school setting.

19-year-old students (and older)

A district should count as enrolled any student that reaches 19-years-old on or before September 10 of the current school year. A 19-year-old student should be counted along with all other enrolled students for the grade to which the student is assigned. Additionally, count the 19-year-old in the "Other Enrollment" section of the MAEFAIRS enrollment forms. This applies to 19-year-old Special-Ed students as well. Districts do not receive ANB for 19-year-olds. Nineteen year-olds should not be reported as part-time, even if they are following a part-time schedule.

Alternative High School Programs or GED Preparatory Programs

In order to be included in the enrollment count for ANB purposes, pupils in a district's alternative high school program or GED-Prep program must be receiving organized instruction from certified staff and the program must be part of an accredited school of the district. Further, pupils must meet the definition of "enrolled student" in A.R.M. 10.15.101(24):

"Enrolled student" means a high school student assigned to receive organized instruction in an education program described in ARM 10.55.904 that is offered by a public school and can be applied towards the graduation requirements of ARM 10.55.905, or an elementary student assigned to receive organized instruction in an education program described in ARM 10.55.901 through 10.55.903, or an elementary or high school student in a course of instruction agreed to in an individualized education program.

Note that the definition requires that the education program can be applied towards graduation requirements, so a pupil in an alternative or GED-Prep program must be receiving credit towards graduation in order to be counted as enrolled for ANB purposes.

Adult Basic Ed (ABE)

Even though an enrolled high school student and an adult basic education student may be attending the same classes or program, the enrolled high school student cannot be included in ABE counts. Further, the enrolled high school student cannot be served using Federal ABE funds. Separate record keeping of program costs relating to the ABE students and regularly enrolled high school students is very important.

"10-Day Rule"

A district may count an enrolled student who is absent on the official count date, but only if the count-date-absence is less than the 11th consecutive absence (excused or unexcused) and the student is still enrolled in the district.

The commonly-called "10-day-rule" should not be used as a grace period to keep a student in enrolled status if the student has left the district. For example, do not use the "10-day-rule" to count a student when – within 10 days of the count date – the student:

- (a) has enrolled in another district,
- (b) has discontinued attendance pursuant to verbal or written notice given to the district,
- (c) is otherwise unable to continue in attendance due to death, detention, etc.
- (d) has had his/her records transferred to another school.

The "10-day-rule" should be applied only for the purposes of the official enrollment count dates (i.e., to determine which students can be counted in the enrollment for calculating ANB). OPI is not aware of any law, rule, or regulation that requires a district to routinely un-enroll or "drop" a student when the student reaches his/her 11th consecutive absence. Again, apply the "10-day-rule" only for the purposes of determining which students can be included in the count.

Note: For the CRT Testing Window enrollment count (March), the 10-day rule does not apply. All students the school considers enrolled should be included in the CRT Testing Window enrollment count.

Montana Job Corps Students

Under certain circumstances, a district may include Job Corps students in its ANB enrollment count. The district must enter into an interlocal cooperative agreement with a Montana Job Corps Program accredited by the Northwest Association of Accredited Schools, and all of the following requirements must be met:

Requirements for ANB-eligibility of Job Corps Students:

- The student must be enrolled in a public school in the student's district of residence.
- Credits taken at the Job Corps Program require approval by the resident school district.
- Credits meet the resident district's requirements for graduation at a school in the district.
- Credits must be taught by an instructor who has a current and appropriate Montana high school certification.
- Credits must be reported by the Job Corps Program to the student's resident school district.

For more information on Job Corps and ANB, see Section 20-9-707, MCA.

Additional Enrollment Topics:

OPI's "***Enrollment Instructions***" manual is available at the internet location below.

<http://www.opi.mt.gov/pdf/SchoolFinance/forms/EnrollHelp.pdf>

ADC and MAEFAIRS Enrollment Corrections:

If your district discovers an enrollment reporting error after your enrollment data has been submitted in the ADC or MAEFAIRS systems, please submit corrections to OPI pursuant to the following guidelines:

October (Fall) Count

- On copies of the final ADC and MAEFAIRS enrollment reports, a school official (superintendent, clerk or principal) should line-through all incorrect data and write-in any corrections. Make sure to show corrections on both the ADC and MAEFAIRS forms.
- The official should initial and date the corrected forms.
- The corrected forms can be faxed to Linda Atwood at 444-3924 or mailed to Linda Atwood, Office of Public Instruction, P.O. Box 202501 Helena, MT 59620-2501.

February (Spring) Count – MAEFAIRS Only

- On copies of the final MAEFAIRS spring enrollment reports, a school official (superintendent, clerk or principal) should line-through all incorrect data and write-in any corrections.
- The official should initial and date the corrected forms.
- The corrected forms can be faxed to Nica Carte at 444-0509 or mailed to Nica Carte, Office of Public Instruction, P.O. Box 202501 Helena, MT 59620-2501.

March (CRT Testing Window) Count

- On copies of the final ADC-CRT Testing Window enrollment reports, a school official (superintendent, clerk or principal) should line-through all incorrect data and write-in any corrections.
- The official should initial and date the corrected forms.
- The corrected forms can be faxed to Linda Atwood at 444-3924 or mailed to Linda Atwood, Office of Public Instruction, P.O. Box 202501 Helena, MT 59620-2501.

You may contact Andy Boehm at 444-0375 (aboehm@mt.gov) or Linda Atwood at 444-6712 (latwood@mt.gov) for questions about the ADC enrollment reporting system.

Questions about the MAEFAIRS enrollment reporting system can be directed to Nica Carte at 444-4401 (ncarte@mt.gov) or Denise Ulberg at 444-1960 (dulberg@mt.gov).

cc: County Superintendents
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